

Subject
OCC

27 March 1986

OCA: 86-0917

NOTE FOR: All OCA Personnel

FROM:

SUBJECT: Code 5 - What Is It?

At the request of D/OCA, when oral requests come into OCA which result in action being assigned to an Agency component, please input such actions into the Visual Memory as Code 5. This way D/OCA will be knowledgeable of all actions which this office is responsible for.

Distribution:

Original - OCA Subject

1 - D/OCA

1 - EO/OCA Chrono

1 - DD/House Affairs/OCA (one for each employee)

1 - ADD/Senate Affairs/OCA (")

1 - DD/Legislation/OCA (")

1 - AO/OCA (")

1 - OCA Chrono